
Planning activities

This document provides guidelines for researching site requirements, planning the site, and preparing for the delivery and installation of the Meridian 1 equipment. This chapter presents a sample outline of procedures and a milestone chart for planning an installation. The following chapters describe each step in detail. As you prepare for installation, gather the customer data required for software configuration, and plan and provide customer training.

The installation outline

Use [Table 2](#) as a guide for preparing a detailed plan for every installation.

Table 2
Outline for installation planning

Procedures	Requirements
Researching the requirements	Determine requirements for fire protection and safety, the equipment room, grounding and power, and cables.
Planning the site	Select a site with suitable qualifications. Develop the site to meet requirements. Prepare the building cabling plan.
Preparing for delivery and installation	Perform preinstallation inspections. Examine the delivery route. Review equipment handling precautions. Gather all delivery items.

The milestone chart

Planning and monitoring site preparation activities is easier when you use a milestone chart. A milestone chart is a general site planning schedule showing the sequence of activities necessary to complete a job.

Table 3 lists typical activities included in a milestone chart. For a complex site, you will need to create a more detailed chart.

Table 3
Milestone chart

Step	Action
1	Select the site. Plan fire prevention and safety features. Plan the equipment room layout. Plan grounding and power. Plan cable routes and terminations. Plan and start any renovations to the equipment room.
2	Continue site construction and renovation tasks. Install grounding, power, air conditioning, and heating. Install special rigging, such as overhead cable racks and distribution frame equipment, as required. Test site wiring to ensure that minimum requirements are met.
3	Complete construction and ensure that grounding and power are in place. Test air conditioning and heating systems. Make equipment delivery arrangements. Complete equipment room inspection, identifying and resolving any delivery constraints.

When you prepare a milestone chart, consider not only individual operations, but the overall installation schedule. The milestone chart should show the necessary operations in order and may assign a start and end date for each activity.